

# *U.S. MISSION – PARAGUAY*

*March 7, 2012*

## **MANAGEMENT NOTICE**

**TO: ALL PERSONNEL – ALL AGENCIES**

**SUBJECT: VACANCY ANNOUNCEMENT**

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### **VACANCY ANNOUNCEMENT ANNOUNCEMENT NO. 06/11**

**OPEN TO: CURRENT EMPLOYEES OF THE MISSION, U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMS), ELIGIBLE FAMILY MEMBERS (EFMS), AND MEMBERS OF HOUSEHOLD (MOH) – ALL AGENCIES**

**POSITION:** Economic Growth and Environment Specialist, FSN-4005-11\*

**AGENCY:** USAID/Paraguay

**OPENING DATE:** March 8, 2012

**CLOSING DATE:** March 22, 2012

**WORK HOURS:** Full-time; 40 hours/week

**STATUS:** Personal Services Contract (PSC)

**SALARY:** \*Ordinarily Resident: Gs. 159,566,124 p.a. (Starting salary)  
(Position Grade: FSN-11)

**NOTE:** ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

## **BASIC FUNCTION OF POSITION**

The incumbent serves as the Mission expert in economic growth, agricultural development, and environmental protection and restoration activities. Economic growth is a major component across the Mission's entire portfolio and plays a growing role in activities being implemented by various offices. Although environment has not been a traditional focus, the mission currently has two environmental projects, as well as board representation on a Tropical Forest Conservation Act program. Oversight of any reforestation or environmental preservation activities will be the responsibility of the incumbent. The expert will advise on the implementation of all Mission's Economic Growth and Environment (EGE) activities, will act as the Contracting Officer's Representative/Agreements Officer Representative (COR/AOR) and Activity Manager for EGE activities within the Mission's portfolio, and will serve as the Mission's Environmental Officer, providing environmental oversight and support to the entire Mission portfolio. S/he represents USAID/Paraguay in contacts with implementing partners, with the public, private, and NGO/PVO sectors, and with the donor community.

(A copy of the complete position description listing all duties and responsibilities is available at <http://paraguay.usaid.gov/business.html>)

## **QUALIFICATIONS REQUIRED**

- 1- bachelor's degree (or higher) in Economics, Business, Environmental Protection, Management, Forestry, International Relations or other field relevant to the position.
- 2- Eight years or more combined progressively responsible, professional level experience and demonstrated results in program management of activities promoting agricultural development, increased competitiveness, and/or natural resource management. At least 5 years of this experience working for USAID, other donor agencies, or economic development/environmental protection institutions/programs within the Paraguayan government, non-governmental organizations or private sector.
- 3- Familiarity with USAID/Paraguay objectives, systems and procedures, and management processes. The incumbent should have technical expertise or working knowledge across the range of technical issues that will be addressed throughout USAID's portfolio of EGE activities.
- 4- Level IV (fluent) English and Spanish.
- 5- Familiarity with USAID/Paraguay objectives, systems and procedures, and management processes. The incumbent should have technical expertise or working knowledge across the range of technical issues that will be addressed throughout USAID's portfolio of EGE activities.
- 6- The incumbent must have the ability to analyze large amounts of complex and multidisciplinary information through economic, environmental and political lens and to develop actionable recommendations and activities.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **TO APPLY**

All interested candidates must submit the following application package. Unless otherwise specified, the application language is English.

- A **cover letter** indicating the job title/number and highlighting the particular qualifications from the applicant for the position requirements, as advertised.
- A current detailed resume which provides the following additional information as appropriate:
  - Indication of nationality (also dual nationalities) and address of residence
  - For non-Paraguayan citizens only: Evidence of authorization to work in Paraguay.
  - A list of three references, with contact information, with knowledge of your work over the last five years.
  - For U.S. citizens: Social Security Number
  - Documentation addressing the minimum requirements of the position as advertised (e.g., essays, certificates, awards, copies of degrees earned, etc.).

Application packages that are inadequate or incomplete will not be considered.

Current employees who have completed their probationary period should apply in writing with a memorandum cleared by their American supervisors.

### **Submit applications to:**

USAID/Paraguay  
Attn: Supervisory Administrative Specialist  
Juan de Salazar 364 c/Avenida Artigas  
Asunción, Paraguay

**CLOSING DATE FOR THIS POSITION: March 22, 2012**

Only applications received by the closing date of this job notice will be considered and only short-listed candidates will be contacted. To all applicants, we extend our appreciation for considering USAID/Paraguay as a potential employer.

**Definitions**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

Cleared by: USAID – SHendrix

Approved: MO – AKSherr